

UTAH DEPARTMENT OF TRANSPORTATION
MEMORANDUM
DM #20202

DATE: April 15, 2005

TO: All Vendors of the State of Utah

FROM: Marci Soper, Accounting Manager
System and Data Control

RE: Electronic Funds Transfer (EFT) for payments to vendors

In the fall of 2004, State Finance/Disbursements began sending fliers with State checks to notify vendors about EFT. UDOT was very excited to finally have this functionality available to its vendors. However, it has come to our attention that very few of you have signed up for EFT. Many vendors either did not receive their notices or had them discarded by their receivable personnel. For whatever reason, only a few of you have taken advantage of this option. We want to give you a chance to sign up.

EVendor and how it works

The Internet site for eVendor is <http://efinance.state.ut.us/evendor>. Or, you may call the Division of Finance Help Desk at 801 538-9690 during regular business hours for assistance in using eVendor.

By entering the vendor's Tax ID number (TIN), a vendor can search for all payments, whether EFTs or paper checks. Initially, the system presents the vendor with one or more selections against the TIN, generally alternate addresses for payment. By double-clicking on any of the entries presented in blue, the vendor can search for details of the payment(s) made to that location. Clicking on an entry takes you to the "Search for...." Page.

This page allows the vendor to search based on the Vendor Invoice number, payment type (warrant or EFT), payment check amount and payment date.

Once the search criteria fields are completed and the search button is clicked, the system will search for and return all payments that meet the criteria. You can view the detail of any one of the items by again clicking on the highlighted blue area on the page.

All the data from paper checks will be displayed, such as account number, invoice number, and amount. In addition, a new extended description has been included where the agency offers further unique information to help you identify the payment.

SIGN UP

If you would like to receive your payments by EFT, click on the Signup for EFT button at the bottom of the payment search page, fill out the form, print it, sign and mail it to the address on the form. Do not mail them to UDOT, as that will delay your set up.

It should be noted that once you sign up for EFT, all subsequent State payments, regardless of the agency, will be EFT, and no paper advice will be sent.